

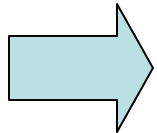
Procurement Implementation and Migration Planning Team

*Week Three
December 20, 2004*



Team Deliverables by January 11, 2005

- Conduct workshops
 - *Week 1 – launch project, including:*
 - Understand recommendation, Select team chair, Write team mission, Identify key activities required to implement the recommendation
 - *Week 2 – "flesh out" activities, considering:*
 - Categorization of key activities
 - Risk, impediments, event horizon, culture, implementation cost, etc.
 - *Week 3– draft presentation package*
 - *Week 4 – complete presentation package*
- Develop key activities plan and framework for recommendations
- Create a presentation package for Governor Vilsack describing the recommended course of action



Agenda

Project Workshop December 20 th		
Time	Agenda Item	Assignment
45 minutes	Review key activities and time lines for accuracy and consensus	Coeur Group
120 minutes	Share preliminary draft and incorporate feedback	All
15 minutes	Wrap up	Coeur Group